

myETF Employment File Resource Training

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The presentation will begin shortly.



GoToTraining Attendee View

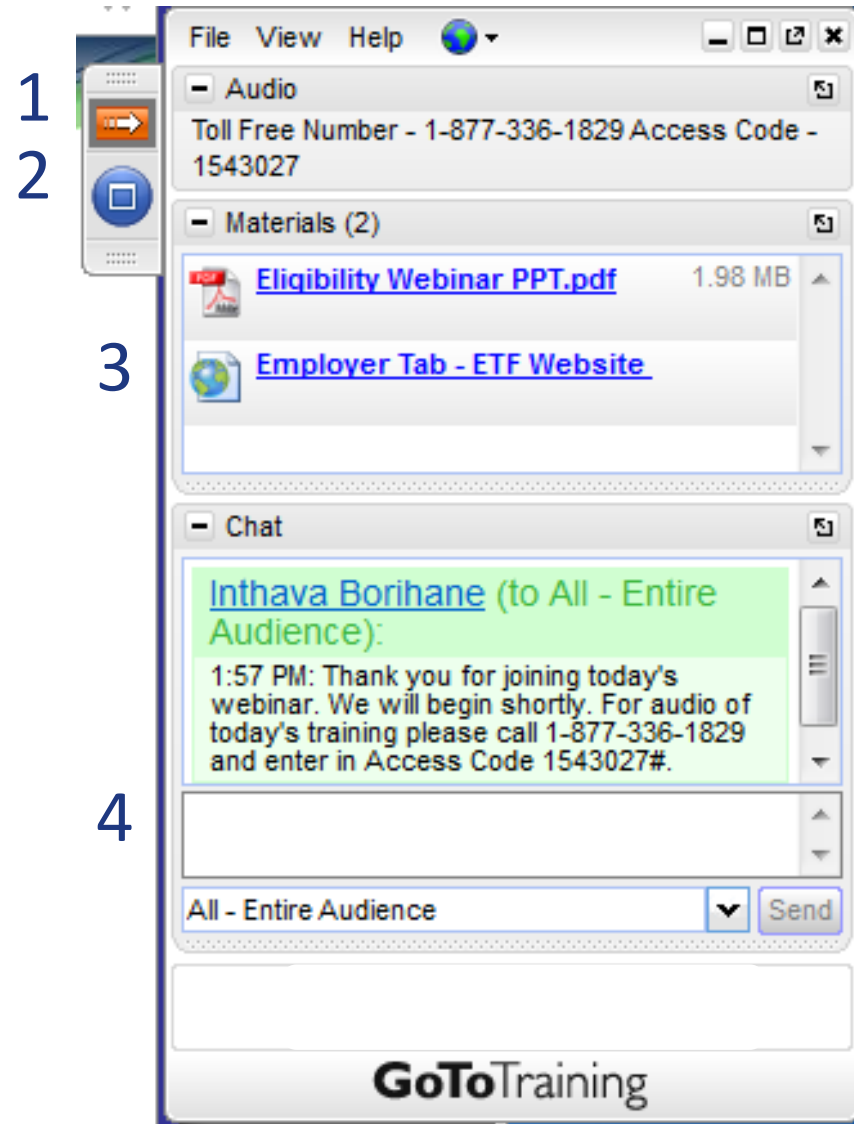
1. Panel Slider

(View > Auto-Hide Control Panel to stop it from automatically disappearing)

2. Full Screen

3. Materials

4. Chat Box



Training Goals



Introduce the Employment File Resource



Explain key differences between the Employment and Payroll File Resources



Identify situations in which employers should submit employment information prior to payroll information



Review upcoming training sessions and support resources

What is the Employment File?

A file that allows employers to submit employment information about new employees **prior to** payroll information submission



May also be used to report changes to employee demographic and enrollment information



Can be submitted as frequently or infrequently as needed

How is the Employment File Different from the Payroll File?

The Employment File contains **most** of the same **demographic** and **employment** fields as the Payroll File, but does **not** contain:



Hours and earnings



Benefit deduction information

Key Deadlines

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- First day of work
- Submits health insurance application
- Insurance effective

Medical Appointment

OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First
Paycheck

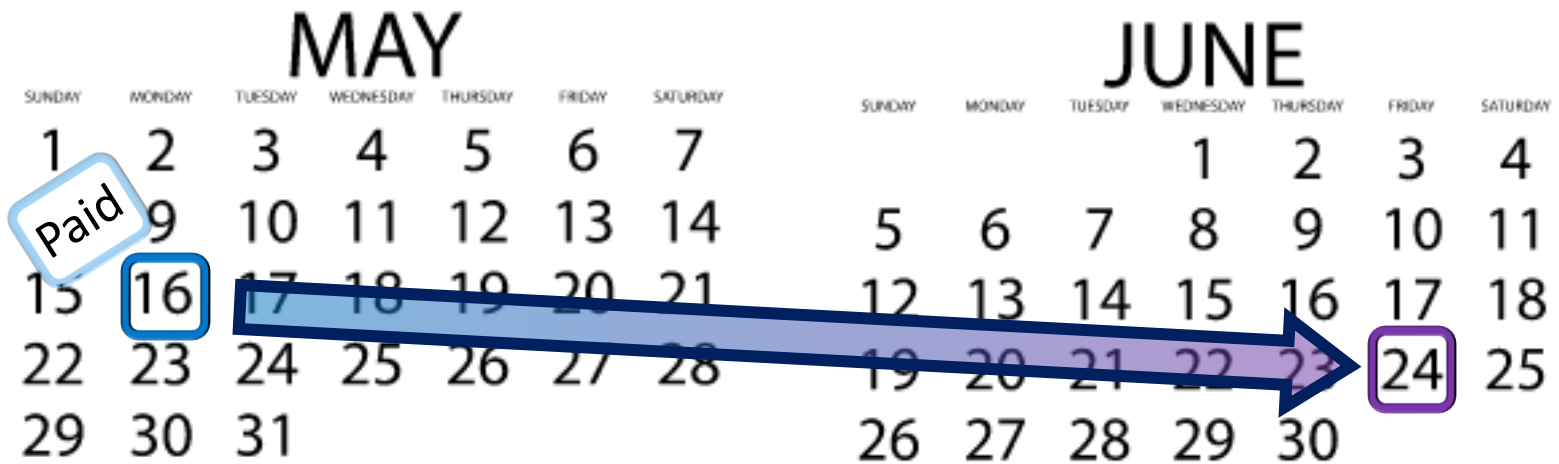
Payroll File
Deadline

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Payroll Information

Must be submitted, reconciled, and paid by the **24th of the month following the pay date.**



Employment Information

- Needed **before** an employee can be enrolled in insurance benefits in myETF.
- **Strongly encouraged** to be submitted to ETF **within 15 days of date of hire** to meet insurance enrollment deadlines.
 - Failure to do so could result in **delayed benefits** or **lost benefits eligibility** for employees.

Employment Information

May need to be submitted before the regular payroll submission for other reasons such as:



Pending benefit applications



Employee death



Any other need determined by the employer

Payroll vs. Employment Information Submission

If you use the Employment File (or manual entry) to report **employee enrollment information** and **demographic updates**, they **do not** need to be included on a later Payroll File or Work Report submission. For Example:



New Hire Enrollments



Address Changes

Payroll vs. Employment Information Submission

If you use the Employment File (or manual entry) to report **Employment Status Changes**, you **do** need to report the associated hours, earnings, and benefit deductions on the applicable Payroll File or Work Report submission. For example:



Terminations



Leaves of Absence



Job Category Changes

Quick Review

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Date of Hire

When do we recommend employment information to be submitted to ETF?

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

First
Paycheck

When is the
payroll
reporting
deadline?

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Two Methods for Employment Data Submission in myETF



Employers can manually enter information into myETF.

OR



Employers can submit an Employment File. Two file formats are acceptable:

- CSV (Comma Separated Value)
- XML (Extensible Markup Language)




myETF Employer Online Services

New Hire Manual Entry:
Brief Overview



Manual Entry – myETF Home Page

0006111-Milwaukee SchoolsMary Anderson ?

[Home](#) | [Secured Messaging](#) | [Employer Information](#) | [Billing Location](#) | [Roster](#) | [Accounts](#) | [Documents](#) | [Forms](#) | [FAQ](#)

I Want To...

- ✓ Enroll an Employee
- ✓ Upload a New Payroll File
- ✓ Make Payment
- ✓ Send a Message
- ✓ View my Accounting Details



Account Balances

	Fund Group Name	Due Date	Balance
1	Health	08/24/2016	-17,000.00
2	WRS	08/24/2016	-4,900.00

ETF Links




- Joining Health Insurance for WRS Employers
- Joining Health Insurance for Non-WRS Employers
- Joining Life
- Joining ICI
- Joining WRS
- ETF Email Updates
- ETF Glossary
- ETF Related Links
- Local Bulletins
- Social Security Bulletins
- State Bulletins

Announcements


-  **System Maintenance**
08/11/2016: System will be down for scheduled maintenance on August 14 from 1AM CST – 5 AM CST
-  **Holiday**
08/10/2016: Offices will be closed on Labor Day, Mon 9/5/16

Scheduled Payments

	Fund Group Name	Payment Date	Payment Amount
1	WRS	08/24/2016	4,900.00

[ETF Website](#) | [Privacy](#) | [Accessibility](#) |   

Roster Tab

0006111-Milwaukee Schools

Mary Anderson ?

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Roster

Billing Location Name: 0006111 Milwaukee Schools

Search:

Active Contract: ☒

Add New Hire

Tools	SSN	Name	Begin Date	End Date	Status	Job Category	Report Generation Type
Actions	XXX-XX-3452	Adesman, Brian	07/31/2016		WRS Eligible	General Employment	Monthly 1st
Actions	XXX-XX-3452	Adesman, Nicole	10/31/2016		WRS Ineligibl...	Court Reporter	Monthly 1st
Actions	XXX-XX-7777	Evans, Kevin	09/30/2015		WRS Eligible	General Employment	Monthly 1st
Actions	XXX-XX-4646	Franklin, Hans	09/26/2015		WRS Ineligible	General Employment	Monthly 1st
Actions	XXX-XX-3434	Guy, Carol	11/30/2016		WRS Eligible	General Employment	Monthly 1st
Actions	XXX-XX-3075	Holding, Mike	10/31/2015		WRS Eligible	General Employment	Monthly 1st
Actions	XXX-XX-3435	Iris, Lava	12/10/2016		WRS Eligible	General Employment	Monthly 1st
Actions	XXX-XX-8122	Jackson, Bob	07/31/2016		WRS Eligible	Local Elected Official	Monthly 1st
Actions	XXX-XX-8122	Jackson, Bob	12/31/2009		WRS Eligible	General Employment	Monthly 1st

All demographic data presented here is fictitious.

Adding New Hire

Add Member

1 Search 2 Verification 3 Person Demographics 4 Employment 5 Confirm

First Name:

Last Name:

SSN Indicator:

SSN:

Date of Birth:

Cancel Search

Documents Forms

Add New Hire

All demographic data presented here is fictitious.

Adding New Hire - Verification

Add Member

ry Anderson ?

1 Search 2 **Verification** 3 Person Demographics 4 Employment 5 Confirm

Entered Fields

SSN: 228398833

First Name: Bob

Last Name: Smith

Date of Birth: 04/25/1979

Member does not exist

Cancel New Member Back Next

Home Roster Billing Location Search: Tools SSN Actions X Actions X Actions X Actions X Actions X Actions X Actions X Actions X

FAQ

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VVV VV 2020 Inpos Bal 07212016 State Employer 1 WPS Eligible Local Elected Official

All demographic data presented here is fictitious.

Adding New Hire - Demographics

Add Member

ry Anderson ?

1 Search 2 Verification 3 **Person Demographics** 4 Employment 5 Confirm

Demographics

Prefix:
First Name:
Middle Name:
Last Name:
Suffix:
Correspondence:
Work:
Financial:
Physical/Street:

SSN Indicator:
SSN:
Date of Birth:
Gender:
Phone Home:
Phone Cell:
Phone Work:
Email Group:
Email Personal:
Email Work Email:
Fax:

Cancel Back **Next**

All demographic data presented here is fictitious.

Adding New Hire - Employment

Add Member

1 Search 2 Verification 3 Person Demographics 4 **Employment** 5 Confirm

First Name: Bob Last Name: Smith SSN: 228-39-8833 Birth Date: 04/25/1979

Agreement: State Employer 1 Billing Location: 0006111 Milwaukee Schools
Work Status: WRS Eligible Job Category: General Employment
Begin Date: 08/01/2016

Cancel Back **Next**

Tools SSN
Actions X
Actions X
Actions X
Actions X
Actions X
Actions X
Actions X
Actions X
Actions X
Actions X

FAQ

Re
Ge

All demographic data presented here is fictitious.

Adding New Hire - Confirmation

Add Member

1 Search 2 Verification 3 Person Demographics 4 Employment 5 **Confirm**

Individual Information

SSN Indicator:	SSN
First Name:	Bob
SSN:	XXX-XX-8833
Date of Birth:	04/25/1979
Last Name:	Smith
Gender:	Male
Phone Home:	(608) 228-2313

Employment Information

Billing Location:	0006111 Milwaukee Schools
Agreement:	State Employer 1
Job Category:	General Employment
Work Status:	WRS Eligible
Begin Date:	08/01/2016

Cancel Back **Confirm**

All demographic data presented here is fictitious.

myETF Employment File Resource



myETF Employment File Resource

Key Areas

- Business Overview of File Process (p. 7):
 - Upload, Validate, Process
- Employment File Import (p. 11):
 - File layout requirements including field-level details, sequence and any additional requirements
- Employment Validations (p. 30):
 - Define validations built to ensure the accuracy of data
- Appendices (p. 54)



myETF Employer
Employment File
Resource



August 1, 2016

Employment File Import Specifications (p. 13-29)

- **Warning:** This file layout may change as the system develops.
- State Employers:
 - Submit all fields (as required, available, and applicable) except sequence numbers 40 and 41
- Local Employers:
 - Submit fields 1 through 36 (as required, available, and applicable), as well as 40 and 41.

Review: Required Field Codes

- Y = Always Required
- W = Required When Available
- A = Required When Applicable
 - Either/Or fields
 - When applicable to the employee and/or the situation (e.g., an employee passes away)
 - An employee status changes or when first hired

Y = Always Required

- Employer (ER) ETF ID
- Billing Location (Same as ETF ID, except DOA STAR Employers)
- Report Gen Type
- Employee Last Name, DOB, Gender, Work Status, Job Category

W = Required When Available

Fields marked with a “W” must be provided on each record **when this information is available** to the employer, including:

- Employee Middle Name
- Employee Prefix, Suffix
- Employee Phone Number
- Employee Email Address

A = Required When Applicable

- SSN
- ITIN
- Employee First Name
- Address Info
- Original Hire Date
- Begin Date
- WRS Coverage Eff Date
- Employment Status Change
- Employment Status Change Start Date
- Previous Employment Status Stop Date
- Employment Status Change Last Pay Date
- Date of Death
- Chapter 40 Term
- Estimated Annual Earnings
- Employee Site
- Employer Contribution Date (Local only)
- Health Insurance Program Code (Local only)
- LTE (State Only)
- FTE % (State Only)
- ****Prior Cal Year Sick Leave Balance (New, State Only)**

Original Hire Date, Begin Date, and WRS Coverage Effective Date (A)

- Original Hire Date (23)
 - Date of the original hire of the employee by that employer.
- Begin Date (24):
 - Date of an employment record **change**, such as:
 - Job Category Change
 - WRS Status Change (e.g. Ineligible to Eligible)
 - Payroll Cycle Change (e.g. Bi-weekly to Monthly)
- WRS Coverage Eff Date (26)
 - Date that the employee became WRS eligible at that **employer**.

Employment Status Change Fields (A)

- Employment Status Change (27)
- Employment Status Change Start Date (28)
- Previous Employment Status Stop Date (29)
- Employment Status Change Last Pay Date (30)

Appendix 7 (p. 66): Employee Status Changes (27-30)

- Describes Info to Report for Employee Status Changes, including:
 - New Hires
 - Terminations
 - Leaves of Absence
 - Changing Job Categories
- See **Table 1, Field 27, Employment Status Change** (p. 23-24) for all valid values

Appendices

- Appendix 1: Employment File Terminology
- Appendix 2: Employment File Import Process
- Appendix 3: Work Status Codes
- Appendix 4: Job Category Codes
- Appendix 5: Country Codes
- Appendix 6: State Codes
- **Appendix 7: Employee Status Changes**
- Appendix 8: Report Generation Type

Reporting Requirements Info

- [Employer Manuals](#): WRS, Life, Health, Income Continuation Insurance, Optional Employee Insurances
- [Group Life Information](#)
- [Chapter 40 Terminations](#)

Quick Review

Upcoming Training Sessions

- **myETF Insurance File Resource**
Winter 2016-2017
 - Target: Employers who will submit insurance information on behalf of their employees
- **myETF File Confirmation**
Spring 2017
 - Target: All employers
- **myETF Employer Online Services**
Summer and Fall 2017
 - Target: All employers

How ETF is Here to Help

- [myETF for Employers](#)

The main source for myETF news and resources

- myETFEmployers@etf.wi.gov


A special mailbox set aside for answering employer questions about myETF

- Employer Communication Center
Toll-Free: (877) 533-5020 opt 2

myETF for Employers

Employers

Welcome to your source for the most up-to-date information on myETF.



Intuitive Employer Interface

Decrease in data errors

Milwaukee Art Museum - Milwaukee, Wisconsin

Photo credit: Wisconsin Department of Tourism

ETF is developing a new, web-based benefits administration system, referred to as **myETF**. The new system will modernize and improve ETF's IT capabilities and support more efficient business processes for ETF's customers. The new system is a fully integrated solution, allowing for advanced automation, user empowerment and excellence in customer service.

Glossary

Q&A

Contact

News

- myETF Payroll File Training
- Updated myETF Employer Payroll File Resource PDF Available (September 6, 2016)
 - Change Log
- myETF Employer Online Services Demo
- Employer Introduction to myETF